

YPAC Manchester
Charity Number 1133626
Company Number 7039253



Safeguarding

Policy & Procedures

Date: January 2023
Adopted:

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Controlled: Yes: No:

Safeguarding – Our Aims:

YPAC are committed to safeguarding the well-being of every child and young person who uses our projects. It is the responsibility of each of us to prevent the physical, sexual or emotional abuse of the people we work with, and in particular those most vulnerable, including children.

It is the duty of all those who work with children and young people to prevent harm and abuse of every kind, and to report any abuse discovered or suspected.

YPAC staff are aware that our children, young people and families face multiple disadvantage and are therefore often more vulnerable. We have undertaken ACE (Adverse Childhood Experiences) training and seek to undertake a Trauma Informed Approach in our work.

This policy sets out our overall aims in safeguarding children and young people (people aged under 18).

Legislation and Government Policy

The Government has issued guidance on working safely with children and a statement of policy on safeguarding adults in 2013. These documents are referred to in the relevant appendices of this policy.

The Criminal Records Bureau (DBS) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS).

Jobs that involve caring for, supervising or being in sole charge of children or adults may require an enhanced DBS check with a check of the barred lists. This includes volunteers and paid workers.

This will check whether someone's included in the 2 DBS 'barred lists' (previously called ISA barred lists) of individuals who are unsuitable for working with:

- children
- adults

People on the barred lists can't do certain types of work.

There are specific rules for working in places where there are children - known as working in a [regulated activity with children](#).

These are different than the rules for [regulated activities for adults](#).

We also adhere to the guidance on 'disqualification by association' see DFE-00613-2014.

Refer someone to DBS

Contact the barring helpline for help referring someone to DBS.

DBS barring helpline

Telephone: 01325 953795

Employers must [refer someone to DBS](#) if they:

- sacked them because they harmed someone
- sacked them or removed them from working in [regulated activity](#) because they might have harmed someone
- were planning to sack them for either of these reasons, but they resigned first

Application and review of this policy

Chris Macintosh will act as the Designated Safeguard Lead for the organisation, supported by a lead Board member for safeguarding issues. This role will include monitoring the effectiveness of this Safeguarding Policy. Designated Safeguard Lead is responsible for ensuring that all paid staff and volunteers adhere to this policy.

Safeguarding is a standing agenda and reporting issue for all Board meetings, this ensures that policy and procedure is regularly reviewed.

Roles and Responsibilities:

Designated Safeguard Lead (DSL): Chris Macintosh, Youth work Manager
chris.macintosh@ypacmanchester.org.uk 0161 834 5665

Lead Board Member for Safeguarding (LBM): Claire Evans,
claire.evans.4ct@btconnect.com 07841249128

Safe working practices for all paid staff and volunteers

It is now a criminal offence for individuals barred by the Disclosure and Barring Service to work or apply to work (paid or unpaid) with children or Young People in a wide range of posts. Staff and volunteers are now required to complete an annual declaration on household membership and conviction/order history of all household members as per DfE guidance on 'disqualification by association' see DFE-00613-2014.

Once recruited, it is everyone's responsibility to follow the guidance laid out in this policy:

- To promote safe practices by being an excellent role model.
- Encourage open communication by treating all people equally with respect and dignity.
- Provide access to learning opportunities/signposting and empower others to share in decision making.
- Positively involve people in developing safe practices wherever possible.
- When planning any public event ensure that risk assessments take account of the safety of children, and Young People.
- Always working in an open environment, avoiding private or unobserved situations.
- Maintain a safe and appropriate distance with service users.
- Share information appropriately with others, and recognise that there are times when confidentiality is essential – verbal or written.
- Keep up to date with training, qualifications and insurance.
- Report concerns about poor practice and abuse as laid out in this policy.
- All paid staff who work with children will be required to attend Child Protection training including recognition of signs of abuse. All volunteers will be encouraged to attend such a course. Staff members are required to update their knowledge and awareness by attending regular courses, relevant reading and so on.
- As employers we are responsible for passing on information on changes to the law or procedures to all staff and volunteers.
- Completion of annual declaration and provision of updated information as per DFE-00613-2014.

Safe selection and recruitment

It is the responsibility of the organisation to:

- Assess whether the role is this a regulated or controlled activity – these definitions only apply when considering work with vulnerable children or adults. It is the policy of the organisation to ensure that all staff and volunteers with access to children and Young People (Board members) have enhanced DBS clearance which will be updated on at least a three yearly basis.
- To ensure that the core competencies required for this role are taken into consideration.
- To ensure appropriate safeguarding checks, including DBS checks as defined below, are considered when the role description is agreed.
- Undertake open and transparent selection and recruitment processes for all paid staff/volunteers.
- Check necessary identification – address, qualifications, criminal convictions.
- Take up two references which request information regarding safe practices.
- Recruit all paid staff and volunteers to adopt and abide by the appropriate practices and procedures outlined within this document.
- Ensure all staff have access to related policies and procedures.
- Not knowingly employ or recruit a volunteer into regulated/controlled activity someone who has been barred and is on a DBS list.

Safe management

It is the responsibility of managers to:

- Ensure paid staff/volunteers are clear about their responsibilities and your responsibilities with regard to safe practices and procedures. All staff and Board members will have access to at all free training.
- Minimum levels of training required are:

Role	Training Required
Designated Safeguarding lead	Level 3 Safeguarding Children
Area Lead Workers	Level 2 Safeguarding Children
Play and Youth workers, Volunteers	Level 1 Safeguarding Everyone
Board Members	Optional Level 1 Safeguarding Everyone

- To support staff/volunteers to apply safe working practices, particularly when this is difficult. Protection from abuse is a sensitive subject for everyone and difficult decisions have to be made.
- Ensure that they have the necessary skills and knowledge required to be effective in their roles, through induction and ongoing development.
- Ensure that their probationary review assesses their competent application of safe practices.
- Ensure that staff/volunteers have access to other related procedures- grievance and disciplinary procedures, whistle blowing.
- Provide appropriate guidance and learning opportunities, throughout induction and continued employment.
- Ensure that all paid staff/volunteers have access to regular support/supervision.
- Review the role, with regard to safe practices, should there be any changes to the level of contact that the paid staff/volunteer has with Young People and children.

All staff are required to complete minimum Level 1 Safeguarding Children Training and will have an awareness of the signs, symptoms and issues around neglect and abuse. Workers will be required to refresh training every 1 years and will have access to MCSB training. This training can be arranged via: <http://www.manchesterscb.org.uk/prof-training.asp>.

Responding to concerns about poor practice

As a general rule, all concerns are to be discussed with your line manager. The concern may be easily resolved but it is important that safety issues are dealt with promptly.

However if there are issues of unsafe practise or abuse that must be taken further the line manager must ensure that our policies and procedures are adhered to.

Employers, local authorities, professional regulators and other bodies **now have a duty** to refer to the DBS, information about individuals working with children or Young People where they consider them to have caused harm or pose a risk of harm.

Recognising and Reporting Abuse

Any paid and unpaid staff members that have a safeguarding concern about a child or vulnerable adult should use the reporting framework (Section 1)

Preventing Abuse

We will take all reasonable steps to ensure that persons who have been convicted or have received a formal police caution concerning violent and sexual offences shall not undertake paid or unpaid work at the organisation:

- All those who volunteer or work with children or Young People will be required to undergo a DBS enhanced disclosure prior to starting their role, if the individual already has a DBS check (which is 12 months old or less) and can present the original copy then this can be used.
- Currently we do not carry out DBS checks with under 18s but we do ensure careful supervision and support, under 18's are not permitted to supervise other children or Young People and are not included in any supervision ratios.
- All workers (paid staff or volunteers) working with children or Young People will be required to submit 2 references of suitability for the role, at least one of which must be from their employer with most recent experience
- Paid and voluntary appointments will be conditional on the successful completion of a probationary period. Please refer to staff handbook or volunteer policy as appropriate.
- Workers who have a relationship with a young person or client e.g. niece/babysitter/neighbour must declare this to their colleagues and to their line manager
- Procedures for good practice are there to protect children, vulnerable people, staff and volunteers. All paid and voluntary staff will be made aware of the guidelines, will be expected to follow the guidelines, and are required to discuss any issues of concern with the Designated Safeguard Lead. Any breach of this guidance, policy or procedure will be considered a disciplinary matter for paid staff or an issue of concern for a volunteer.

This policy is to be reviewed on a regular basis and is subject to legislation changes

Sections:

1	Reporting Concerns policy and procedure – including dealing with internal allegations
2	Body Map Template
3	Working with children and young people procedures
4	Screening Policy
5	Key Issues
6	E-Safety

SECTION 1

Reporting Concerns Procedures

This information is provided to support front line workers in reporting concerns. In all cases staff and volunteers are encouraged to raise issues of concern with the Designated Person. In most cases, except emergencies, the Designated Person would be responsible for reporting concerns to social services.

If a child or young person is in immediate danger, dial 999 and ask for the police.

A report should be made by the designated person but if that person is not available then to report suspected abuse or neglect, contact Manchester City Council:

Telephone: 0161 234 5001

email: mcsreply@manchester.gov.uk

All staff have access to free Level 1 Safeguarding Children Training and will have an awareness of the signs, symptoms and issues around neglect and abuse. This training can be arranged via: <http://www.manchesterscb.org.uk/prof-training.asp>

The following list (although not exhaustive is a reminder of some of the key issues):

Abuse may take many forms and may include criminal activity. It may take the form of:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse
- Financial abuse
- Institutional abuse

It may involve any combination of the above.

Possible Indicators of Physical Abuse

- Multiple bruising
- Fractures
- Burns
- Bed sores
- Fear
- Depression
- Unexplained weight loss
- Assault (can be intentional or reckless)

Possible Indicators of Neglect

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute “wilful neglect”

Possible Indicators of Emotional Abuse

- Fear
- Depression
- Confusion
- Loss of sleep
- Unexpected or unexplained change in behaviour
- Deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

Possible Indicators of Sexual Abuse

- Loss of sleep
- Unexpected or unexplained change in behaviour
- Bruising
- Soreness around the genitals
- Torn, stained or bloody underwear
- A preoccupation with anything sexual
- Sexually transmitted diseases
- Pregnancy
- Rape Indecent Assault

Possible Indicators of Financial Abuse

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.
- Fraud
- Theft

Possible Indicators of Institutional Abuse

- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

Procedures for Dealing with a Young Person's Disclosure of Harm

What to do if a Young Person Discloses Harm or Abuse

- A worker may be the first person the young person has discussed the harm or abuse with. The worker's response to the young person at this stage is crucial. Recovery from the experience of abuse begins at the point of disclosure, so it is important that workers are able to help begin this process. Whatever the age of the child / young person, it is important to tell the child / young person that what they say will be taken seriously by the worker and any other people involved.
- Sometimes a young person will ask a worker not to pass on what they are saying about harm. A WORKER MUST NEVER PROMISE A CONFIDENCE when talking with a young person. The young person's (and other children's) protection and welfare may require this information is shared with appropriate safeguarding agencies/representatives. The worker should always put the young person's interests and well-being before those of anyone else, and before any other considerations.
- As soon as a worker suspects that a young person is about to disclose harm, they must gently stop the young person and either remind the young person or establish that they may need to talk to someone else in order to be able to help them. The worker should explain that in this instance, they will tell the young person who else needs to be informed. If the young person chooses not to tell the worker, the worker should make sure the young person knows of organisations who operate in confidence (e.g. Childline, Incest Survivors).
- For this reason, (ie. that it is highly unhelpful, disruptive and distressing to a young person for a worker to have to explain this for the FIRST time when they are about to disclose) it is vital that all workers regularly explain their role and professional responsibilities to young people before they find themselves in a situation of disclosure with a young person.
- When a young person is disclosing harm, a worker should:
 - (i) Listen to the young person. Allow the young person to express their feelings and views, without interruption or correction, accepting what is said. The worker should tell the young person they believe what they have said. Express regret at the harm, e.g. "I'm sorry that this has been / is happening to you."
 - (ii) Say and do things that show they are listening; e.g. look at the young person directly, keep eye level equal to or lower than the young person's.
 - (iii) Reassure the young person as far as possible, alleviating feelings of guilt and isolation while passing no judgement, emphasising the abuser is at fault, the young person has done nothing wrong.
 - (iv) Explain that together, the worker and young person must pass the information on to someone who can help, in a way the young person can understand and

work with. It is useful to explain to the young person that even if the worker makes the initial referral to Police / appropriate agency, the young person will need to speak for themselves at various points during the referral procedure and that the worker will support them through this if the young person would like that.

- There are a number of things a worker should NOT do. A worker must:
 - (i) NOT show shock, disbelief or horror.
 - (ii) NOT agree to keep a secret.
 - (iii) NOT make any promise or suggestion that they can stop the harm.
 - (iv) NOT investigate any allegations. A worker must NOT ask probing questions. A worker must not ask leading or suggestive questions. A worker must not “correct”, add to or qualify the young person’s story. Asking questions that may be deemed as suggestive, leading or tampering with the young person’s evidence can seriously jeopardise the possibilities of successfully prosecuting an abuser. Investigation must be left to qualified professionals.
 - (v) NOT discuss what the young person has said, with the person they have alleged has harmed them. If this guideline is not observed, any evidence the young person may subsequently give may be contaminated. This may leave the young person unprotected against further harm.
- It is important that the worker recognises and works appropriately with the autonomy, age and stage of development of the young person, whilst also seeking to ensure all safeguarding procedures are adhered to. With older children and young people, the worker should always take their views into consideration and seek to work together with them in acting on allegations of harm. The young person should be assured that the youth worker will support them in getting further information about the referral process and will continue to support them through it. The worker should always be mindful that there may be other children who are at risk of harm from the same alleged perpetrator.

Action after a Disclosure, Making Referrals

- The worker must follow the procedure for referral, which in the first instance is contacting the Designated Safeguard Lead or Lead Board Member if the Designated Safeguard Lead is the cause for concern. The DSL and LBM shall assist the worker in deciding on the appropriate course of action, taking into account the wishes and feelings of the young person in the light of their age and understanding. If the young person is in immediate danger, the police should be contacted at once.
- In considering a course of action, it must be remembered that perpetrators are often harming other young people/children at the same time, and although the worker may not be in contact with these young people, their safety is also of concern.

- The worker / DSL must NOT, at any stage, approach or discuss the harm with the person alleged to have caused the harm, whoever they are, or however well-known or trusted they are deemed to be by the organisation.
- The worker should continue to offer appropriate support to the young person, in consultation with the DSL. Where the project offers ongoing support to a young person through an investigation, thought must be given to the gender and ethnicity of the supporting worker. Good Practice Guidelines must be followed.
- A supporting worker should receive regular guidance and pastoral support from the DSL and LBM.
- At all times, the confidentiality of the young person should be respected. The information given should not be discussed with anyone who does not need to know. It is enough to say the worker is involved in a safeguarding issue, without giving names and details.
- The Board of Directors must be informed of any allegation of harm. They should also be available for consultation if the DSL is unsure of what action to take.

See Flowchart- Reporting Concerns

Recordings

- Recordings can play a key role in safeguarding children, protecting them from significant harm and in convicting adults of crimes against children; therefore extreme care should be taken over recording generally, recording concerns about harm to children in particular and recording action taken or not taken.
- It is important any recordings or notes made are written in LEGIBLE handwriting and in BLACK ink, as the notes may be used as evidence and may need to be photocopied. All recordings should be dated and signed by the worker(s) involved.
- These notes/recordings should be kept securely in a designated Safeguarding folder kept by the DSL, as they may be required in future, along with records of all action taken. Notes should be kept for ten years and then destroyed, or until any investigation / criminal proceedings have been concluded.
- As part of the regular recording of sessions, workers should record information or observations they have about the general well-being of children and young people, which may provide a 'base-line' observation if required. Standard recordings may be kept in the regular work recording folder.
- If a worker has any specific concerns or observations about a young person's welfare, including any comments young people make about their own or another child's welfare, these MUST be recorded in a separate recording and brought to the attention of the DSL

within 24 hours and discussed. These recordings should be kept in the designated Safeguarding folder.

- In the case where a young person discloses harm, the worker must make brief notes as soon as possible after the conversation (not during; the worker should give their full attention to the young person), writing down exactly what was said (using the same words) by both the worker and the young person and when. Dates and times of events the young person has spoken of should be recorded. It is important that the recording is as accurate and objective as possible, using the young person's words not the workers own, and avoiding the workers assumptions.
- All action taken (or not taken) must be recorded, along with reasons, times, dates, referrals made and names of people spoken to, again, legibly and in black ink and signed by the DSL or worker / Trustee leading the case.
- Workers and the DSL MUST always record in writing any discussions about a child's welfare (whether with another YPAC worker, another professional, a young person or a member of the community); including who was involved in the discussion, what was said, whether agreements were made about action to be taken and who is to take that action. Any disagreements should also be recorded. Wherever possible, these should be signed by the participants in the conversation, but at the very least, by the YPAC worker concerned.
- At the close of a discussion about a young person's welfare, participants should seek to reach a clear and explicit recorded agreement about cause for concern, action to be taken (or if not taken, why it was decided not to take action) and who will be taking what action.
- Recordings should also be made of any discussion / consultation with a young person and / or their parent and their views on the situation, and any consent given or withheld in relation to action taken.
- Where a case is referred to the MSCB, Police or other appropriate agency, the worker and/or DSL will submit a written report of what has happened to the Trustees, drawing on the workers notes.

Allegations against members of staff

When allegations arise against a person working with children (including volunteers) our organisation will follow the following procedures in line with **Working Together to Safeguard Children (2015)**.

This means that the procedures will be used when an allegation is made that an adult has:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Allegations against staff who are no longer employed should be referred to the police. Historical allegations of abuse should also be referred to the police.

Employers have a duty of care to their employees. We will therefore ensure we provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child/young person and at the same time supports the person who is the subject of the allegation.

In the case of an allegation we will:

- In the first instance confirm the child/young person is safeguarded
- This may result in a referral to social care if it is deemed the allegation suggests that the child has already suffered significant harm or is at risk of significant harm.
- Obtain a written account which has been prepared by the person to whom the allegation was made
- Record details of potential witnesses
- Record the details of any discussions and the rationale for any decisions that have been made about the child/ member of staff

In the case of an allegation we will not, until instructed :

- Investigate the allegation
- Interview the child
- Interview the subject
- Interview potential; witnesses

The Local Authority Designated Officer will be informed of all allegations that come to our attention and appear to meet the criteria outlined above, so that they can consult other statutory agencies as appropriate.

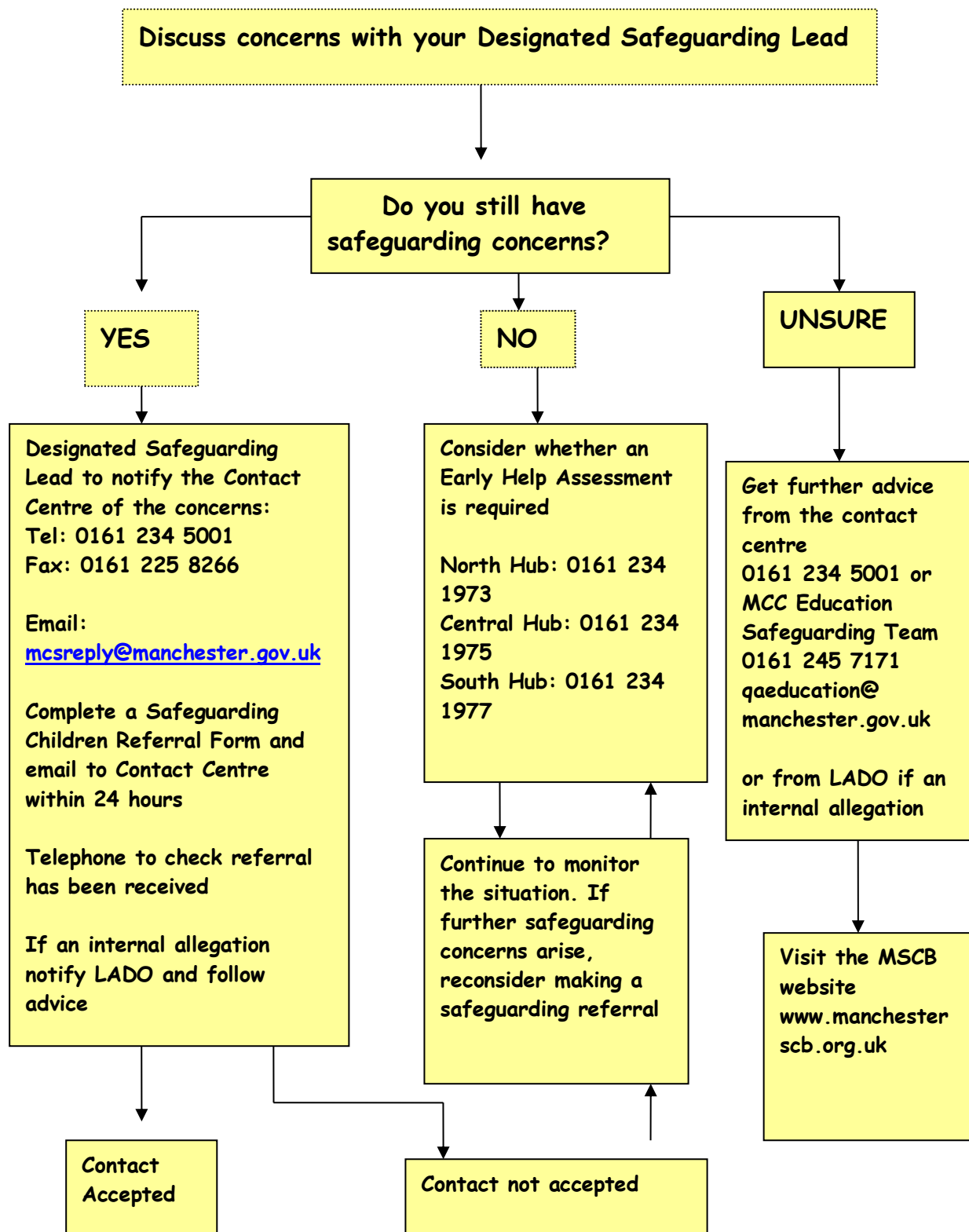
We will refer to LADO within 1 working day of an allegation being made using the LADO referral form.

The completed referral will be sent to qualityassurance@manchester.gov.uk

On receipt of the referral The LADO will contact the employer and

- Confirm that children have been safeguarded
- Consider whether further information is needed
- Discuss details of the allegation taking into account thresholds (as seen above) for LADO involvement
- Determine whether there is sufficient evidence or information that indicates whether the allegation is unsubstantiated or false
- Determine whether multi-agency investigation of allegation and/or risk of harm to child is indicated

- Consider whether suspension of the individual is appropriate and discuss whether the employer has reached a decision about this.



FLOWCHART 1 – REPORTING ALLEGATIONS

If a child or young person is in immediate danger, dial 999 and ask for the police.

A report should be made by the designated person but if that person is not available then to report suspected abuse or neglect, contact Manchester City Council:

Telephone: 0161 234 5001

email: mcsreply@manchester.gov.uk

Section 2 – BODY MAP TEMPLATE (to be used by DSL only)

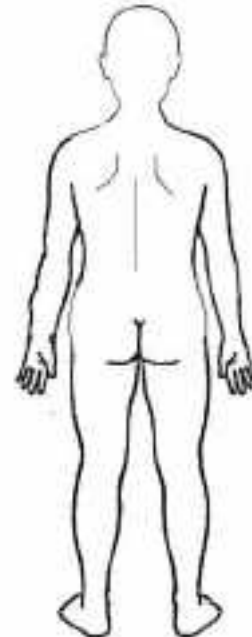
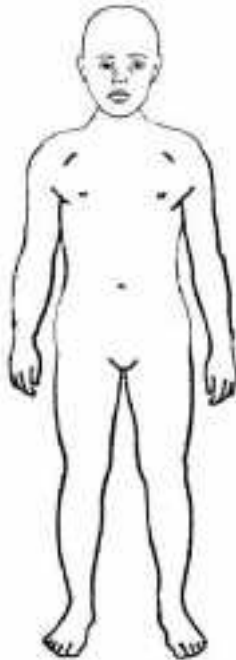
Name of client _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. Label any internal injuries that have been identified through medical examination. Visible injuries apparent in soft-tissue parts of the body, including the neck, under-arms, stomach, genitals or inner thighs, are unlikely to manifest as a result of a fall or other accidents of this nature.

Date and time: _____

Signature: _____



SECTION 3

Working with Children and Young People Procedures

These guidelines are to protect yourself and the clients you work with. If you have any questions or concerns, please speak to the Designated Person for your setting:

IF IN DOUBT SEEK GUIDANCE FROM THE DESIGNATED SAFEGUARD LEAD – AND RISK ASSESS

All Staff

- Be responsible for continuing risk assessment in all situations, this should include staff ratios, gender mix of staff and volunteers and specific circumstances relating to the activity or client group
- Supply appropriate safety equipment or protective clothing
- No smoking or electronic smoking (aka vaping), eating or drinking as advised by the activity supervisor
- Everyone under 18 should have signed consent from a parent or legal guardian for the activity they are attending (where the activity is supervised by staff / volunteers and is not an open access public event e.g. open day)

General Work Guidelines

Staff and volunteers should behave in a polite and professional manner, e.g. not swearing or shouting, not being under the influence of alcohol or drugs, dressing appropriately, and appearing reasonably clean and tidy. No smoking (including electronic cigarettes) is permitted during session times.

Part-time staff and volunteers should not contact children outside sessions, unless agreed with their manager. Staff may need to meet or contact children outside sessions as part of their support role, but they **must make the Designated Safeguard lead aware of this in advance**. This may include texting, making and receiving phone calls, and attending social events from time to time. It will usually **not** include meeting children one-to-one outside work, giving lifts (unless insured and 2 workers are present), or allowing children to ring workers on their home number or visit them in their home.

Most things a young person tells us are confidential within the staff team. If a child or young person is suspected by a worker/volunteer of being abused, the worker should speak to the Designated Safeguard lead (See reporting guidelines)

Mixed work should be staffed by at least 1 male and 1 female member of staff where possible. Targeted single gender work should be staffed by workers of that gender where possible and appropriate.

Sexual health work and giving out of condoms should only be undertaken by workers who are familiar with relevant sexual health good practice guidelines.

IF IN DOUBT SEEK GUIDANCE FROM THE DESIGNATED SAFEGUARD LEAD – AND RISK ASSESS

Out and About

On Trips and Residentials

Take all consent forms with you. You cannot leave site without a valid consent for each child or young person.

Leave a list of names and emergency phone numbers of participants and your itinerary at the base or with an agreed contact person.

Everyone should wear seatbelts in all transport, including cars.

A worker who is not driving must supervise children in vehicles.

There should be at least 2 workers on every trip or residential.

There should normally* be at least 1 male and 1 female worker on every mixed trip or residential, and at least 2 workers of the relevant gender on single-gender trips and residentials. If this is not possible, workers should consider whether they can safely and appropriately go ahead with the trip.

Workers are expected to risk assess every trip in the appropriate manner – i.e. more in depth risk assessment for more potentially risky trips.

Workers should normally* make a pre-visit if planning a residential to any venues not used before.

Workers and children should not drink alcohol when under-18s are involved in the residential.

Workers should not share bedrooms or tents with children.

Young women and young men should not share bedrooms or tents.

**Where above says “normally” exceptions must be agreed by staff meetings and/or Designated Safeguard lead, and logged.*

Ratios of staff to children/ young people are variable subject to ages, activity, venue and individual needs. The following are provided as guidance for minimum levels of staff:

- Under 6's not permitted at general services unless accompanied by parent/carer
- 6-12 year olds 1:10 with a minimum of 2 staff
- 13-18 year olds 1:12 with a minimum of 2 staff
- Outdoor settings are likely to require a higher ratio
- Organised sports such as football can operate on a lower ratio

IF IN DOUBT SEEK GUIDANCE FROM A DEPARTMENTAL MANAGER – AND RISK ASSESS

SECTION 4

SCREENING POLICY

Whilst recognising that the screening a prospective employee or volunteer can often discourage a person from becoming an employee/volunteer the policy of the organisation is to screen everyone who works in the organisation whether paid or unpaid.

The key facts:

- We comply with the statutory regulations that anyone working with young people or vulnerable adults must undergo enhanced DBS clearance, provide references and complete a disclosure form on household members.
- We accept that if someone has a criminal record (or a member of their household) it does not automatically mean that he/she will not be able to become an employee/volunteer.
- We advise any prospective employee/volunteer (or a member of their household) who has a criminal record to speak to us about it before the DBS check is made.
- We comply with the statutory regulations concerning crimes of abuse related to children and young people and a history of such crimes which would automatically prevent a person with such a record from working as employee/volunteer with children and young people and could mean that we might not be able to find him/her suitable work. (These types of offences are often referred to as Schedule One offences).
- We have serious concerns about violent crimes or crimes related to drugs and will discuss any findings of such crimes as a result of enhanced DBS clearance with the prospective employee/volunteer.
- We will make a decision as to whether someone can or cannot be a employee/volunteer as soon as we receive the results of the DBS check which will be dependant on the details of any crime(s)/circumstance(s) and when committed and what sort of volunteering/employment he/she wanted to do.
- We accept that enhanced DBS clearance can take some time but recognises that this may not necessarily prevent individuals from becoming a volunteer with us although it could mean that he/she might not be able to undertake the type of work he/she would like to do straight away or work alongside a particular volunteer or member of staff.
- On receipt of a DBS check which identifies any conviction or caution the Designated Safeguard lead will review the circumstances of the post/task applied for, history of instances, spent period and, where necessary discuss this with the potential employee or volunteer. The Designated Safeguard lead may then;
 1. Deem the conviction / caution irrelevant (or the caution/conviction of a member of their household) and appoint the staff member or volunteer as appropriate
 2. Request changes to the task / work activities as appropriate
 3. Deny the application on the basis of unsuitability (for volunteers this could lead to signposting / guidance to alternative options outside of the organisation)

Please note there is no right of appeal against the decision of the Designated Safeguard lead but the formal complaint policy may be invoked by the applicant.

SECTION 5

KEY ISSUES

This Section contains information relating to key or current safeguarding issues within the communities we work. Links are provided to signpost staff and volunteers to further support regarding these issues. If you are aware of other subject areas you feel should be included in this Section or elsewhere in the safeguarding policies and procedures please contact the Designated Safeguard lead.

FGM – Female Genital Mutilation

Manchester is part of the Greater Manchester ‘End the Fear’ campaign for domestic and sexual violence including the campaign against FGM. Guidance and on-line training is available at www.endthefear.org.uk website. Information regarding the reporting of a potential FGM case and the safeguarding procedures are shown on this website but any concerns or issues should be raised with the Designated Safeguard lead.

Mental Health

Increasing levels of concerns regarding mental health are being reported across all sectors. If you are concerned about the mental health of a service user please do not hesitate to raise this concern with the Designated Safeguard lead. Manchester has a range of specialist support services for adults and children and we have links with many of these services.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The manipulation or ‘grooming’ process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim’s options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. (Barnardo’s, 2012).

Child sexual exploitation can manifest itself in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods, but not always. Exploitation can also involve opportunistic or organised networks of perpetrators who may profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men (Barnardo’s, 2011).

This abuse often involves violent and degrading sexual assaults and rape. The Children’s Commissioner’s report on sexual exploitation by gangs and groups found that oral and anal rape were the most frequently reported types of abuse. Experts agree that these types of abuse are particularly humiliating and controlling, and, as such, may be preferred by those who exploit vulnerable young people (Berelowitz et al, 2012). Exploitation can also occur without

physical contact when children are persuaded or forced to post indecent images of themselves online, participate in non-contact sexual activities via a webcam or smartphone, or engage in sexual conversations on a mobile phone (DfE, 2011).

Technology is widely used by perpetrators as a method of grooming and coercing victims, often through social networking sites and mobile devices (Jago et al, 2011). This form of abuse usually occurs in private, or in semi-public places such as parks, cinemas, cafes and hotels. It is increasingly occurring at 'parties' organised by perpetrators for the purposes of giving victims drugs and alcohol before sexually abusing them (Barnardo's, 2012).

If you suspect or discover that someone is sexually exploiting a child you can discuss your concerns with an NSPCC counsellors by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.

'Crime Exploitation/Organised Crime

Crime Exploitation/Organised Crime is becoming a prevalent issue amongst many young people. Individuals, normally working with others, with the capacity to commit serious crime on a continuing basis, which includes elements of planning, control and coordination and benefits those involved will look to exploit young people who display common indicators of vulnerability, to participate in organised crime, whether that is drug dealing, minding weapons/drugs.'

A full description can be found here: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/>

Section 6

E-Safety

The organisation is committed to the safeguarding of children and Young People and this includes the use of electronic communication and internet, social media, computers, tablets, smartphones and other devices.

Each site has a range of communication methods including but not limited to:

- Internet access via IT suite (PC's with online access for service users)
- Wi-Fi access in public and staff areas
- Telephones (desktop and mobile)

Employees

All employees are required to familiarise themselves with the staff e-mail and internet policy (page 12 of the staff handbook) including use of social media. In addition to this general guidance staff are advised to consider a professional use of mail, internet, social media etc. at all times. This includes:

1. Not to disclose employee role or details of work activity, clients etc. via online communications other than work email if appropriate.
2. Not to enter into any personal communication with clients outside of work or work related issues, e.g. not to accept friend requests on social media, not to arrange to meet clients outside of work etc.
3. Not to use personal devices (e.g. camera phones, ipads) within the workplace without prior consent from your line manager or the designated person and in such circumstances to ensure deletion of materials after use.

General Guidance

The person responsible for E-safety issues is the **Designated Safeguard lead**.

All staff working with children or young people are required to undertake a minimum of a level 1 Safeguarding course (available free of charge via Manchester Safeguarding Board) and available to complete online. In addition staff are encouraged to undertake e-safety and other relevant training.

Reporting of on-line /e-safety issues follows usual reporting procedures. Please refer to the Safeguarding policy.

Procedures

The use of internet should be included in service risk assessments as required.

The following guidance applies in addition to general working practices:

MOBILE PHONES

1. Mobile phones (except one emergency phone) should not be used or carried by staff and volunteers in sessions for children or Young People unless agreed in advance by the line manager or in exceptional circumstances.
2. Personal mobile phone numbers should not be shared with children in any circumstances and only with adult service users when there is no office number available. Personal mobile phone numbers should never be published on publicity materials or be given by a third party without the express consent of the phone owner.
3. Work mobile phone numbers should only be used for work related phone calls, texts or other communications. Any inappropriate communication received should be notified to your line manager.
4. Children are to be discouraged from using mobile phones during sessions and for some activities (e.g. outdoor pursuits) may be restricted from carrying their phone.

INTERNET

1. Children are only permitted to access IT as part of a supervised session.
2. A supervising member of staff or volunteer should be present at all times if children are using IT equipment.
3. IT equipment should be 'forward facing' and its open use should be encouraged.
4. Where technically possible access to social media sites should be excluded in IT suites and laptops which children have access too – e.g. Facebook, snapchat.
5. Wi-Fi passwords should not be issued to service users for private use or use on private devices. Wi-Fi access is limited to room hirers, staff and guests for business use only.
6. Where a Wi-Fi service can be accredited as 'Friendly Wi-Fi' it may be shared with all service users. The kitemark must be displayed in these circumstances.

SOCIAL MEDIA

1. Under no circumstances should a member of staff or volunteer enter into a personal on-line or social media relationship, conversation or exchange of information with a child or young person.
2. No photographs, videos or images of any client should be uploaded to any form of social media or internet site without written consent of a parent/carer or appropriate adult.

INFORMATION

Information regarding on-line security, on-line child sexual exploitation and other relevant e-safety literature should be on display in the setting and sessions providing information for parents/carers and children are encouraged.

USEFUL CONTACTS NUMBERS –

LOCAL

Contact Centre & Children's Social Care Out of Hours Service	0161 234 5001
Local Authority Designated Officer	0161 234 1234
CAF Information Team	0161 234 7285 / 7214
Homeless Families Unit	0161 234 4714
Out of hours contact number	0161 255 8250
Safe in the City – Missing from home scheme	0161 202 0977
Police Public Protection & Investigation Units	0161 856 6137 / 6135 / 6053 / 3707
Vulnerable Baby Service	0161 232 0629
Unaccompanied Asylum Seekers Service	0161 226 8137
Eclipse – drug & alcohol support for young users	0161 273 6686
Community Alcohol Team	0161 882 1300
Manchester Drug Service Central	0161 232 7359
	0161 273 0404
Manchester Drug Service – Stimulant Service	0161 819 2020
Alcohol & Drug Abstinence Service (ADAS)	0161 484 0000
Addiction Dependency Solutions (ADS)	0161 831 2400
Manchester Specialist Midwifery Service	0161 226 6669
School Nurse Team: Central Manchester	0161 226 0101
Manchester Women's Domestic Abuse Helpline	0161 636 7525
St Mary's Sexual Assault Referral Centre	0161 276 6515
Independent Domestic Violence Advisors	0161 234 5393
Manchester Women's Aid	0161 660 7999
Website info for both professionals and survivors of DA	www.endthefear.co.uk

NATIONAL CONTACTS

Childline (for children and young people)	0800 1111
NSPCC Child Protection Helpline (for concerned adults)	0808 800 5000
Forced Marriage Unit 020 7008 0151	
Protecting Children & Uniting Families Across Borders	020 7735 8941
Fax: (CFAB, previously International Social Services) www.cfab.uk.net	
24 Hour Domestic Violence Helpline	0808 2000 247
MALE Men's Advice Line & Enquiries	0808 801 0327
Respect – info for those working with perpetrators of DA	0845 122 8609